



City of Lowell Planning Board

Application for Site Plan Approval

OFFICIAL USE:

Date of Receipt: _____ Received By: _____ Date of Approval: _____
Complete _____ Not Complete _____ Date : _____

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof, Section 11.4, Site Plan Review.

1. Application Information

Address of Property Location: _____

Owner: _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Owner's Agent: _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

Tenant/Lessee/Purchaser (If Applicable): _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

2. Property Information

Zoning District: _____

Type Of Structures (Existing and Proposed on Property):

Residential: E _____ P _____ Commercial: E _____ P _____ Industrial: E _____ P _____

Institutional: E _____ P _____ Other: _____

Parking Spaces: Existing _____ Proposed _____

Land Area Square Feet: _____

Building Area Square Feet: _____

Number Of Stories: _____ Number Of Dwelling Units: _____

Occupied: _____ Partially Occupied: _____ Vacant: _____ Vacant Land: _____

3. Brief Summary of Proposed Work (Attach Additional Sheets for Project Narrative)

4. Planning Board Special Permits:

_____ The applicant is also requesting a special permit from the Planning Board.

If applying for a special permit with site plan review, please also fill out the one-page Special Permit Addendum and submit it with this form.**5. ZBA Variances and Special Permits:*****NOTICE: Checking below does not constitute application for a special permit or a variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.***_____ The applicant is also requesting a special permit or permits from the ZBA¹:
Specify zoning code section & title

_____	_____
_____	_____
_____	_____

_____ The applicant is also requesting a variance or variances from the ZBA¹:
Specify zoning code section & title

_____	_____
_____	_____
_____	_____
_____	_____

¹ Note that section 11.4.11 of the Zoning Ordinance requires the ZBA to include the conditions of a site plan approval within the decision that is issued for a special permit or variance. Therefore the applicant must secure site plan approval before the date of the hearing before the ZBA for a ZBA special permit or variance.

Site Plan Submission Requirements

PROVIDE ONE (1) ORIGINAL AND THIRTEEN (13) COPIES OF ALL PLANS, NARRATIVE, AND APPLICATION. SIX (6) MAY BE HALF-SIZE COPIES.

IF SUBMITTING DRAINAGE CALCULATIONS OR OTHER BACKUP ENGINEERING DATA, ONLY THREE (3) COPIES OF THIS INFORMATION ARE REQUIRED.

THREE (3) COPIES OF THE REQUIRED ABUTTERS LIST WILL ALSO BE SUFFICIENT.

Please check that each item is attached, if applicable:

- _____ A. Completed Site Plan Application (this form).
- _____ B. Plan(s) at scale 1" = 20" on 24" by 36" sheets. Plans shall be drawn by registered land surveyor, professional engineer, architect or landscape architect, as appropriate. The site plan shall include the following information, **each of which shall be submitted on the following separate sheets:**
 - _____ 1. Existing Conditions: Location of all existing natural features, including ponds, brooks, streams, wetlands, elevations and topography, proposed and existing contours.
 - _____ 2. Site Layout: Location and dimensions of all buildings and other construction; Internal roadways and accessways to adjacent public roadways, and a profile of same if determined to be necessary by the Planning Board; Location of snow storage areas and trash dumpsters.
 - _____ 3. Parking: Location and dimensions of all parking areas, loading areas, walkways and driveways.
 - _____ 4. Landscaping and lighting: Location and type of external lighting; Location, type, dimensions and quantities of landscaping and screening.
 - _____ 5. Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal, and a profile of same if determined to be necessary by the Planning Board
- _____ C. A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.)
- _____ D. A brief narrative addressing the site plan requirements and appropriate concerns in the following categories: a. Buildings; b. Parking and loading; c. Traffic flow and circulation; d. External lighting; e. Landscaping and screening; f. Utilities; g. Snow removal; h. description of natural area protection and enhancement; i. Signature block showing approved by Lowell Planning Board, date and line at least 3.5 inches.
- _____ E. Renderings or architectural drawings (strongly encouraged, and may be required, by the Planning Board under the criteria of section 11.4 of the Lowell Zoning Ordinance).
- _____ F. Impact study(ies) or other documentation as requested by the Planning Board, addressing these site plan requirements or other appropriate concerns enabling the Board to evaluate the proposal using the criteria established in section 11.4.10 of the Zoning Ordinance.
- _____ G. A certified list of abutters within a 300-foot radius of the site must accompany all site plan applications. This list should be ordered from the Assessors Office in Lowell (or abutting towns if the 300-foot radius crosses a city boundary).
- _____ H. Filing fees as established by the Lowell Planning Board and Lowell City Council.

Incomplete applications will be automatically rejected and returned to the applicant.

6. Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly-scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator.

Submit all required materials to:

George Proakis, Associate Planner/Planning Board Administrator
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
(978) 446-7245, fax: (978) 446-7014, email: gproakis@ci.lowell.ma.us